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OFFICE OF THE CITY MANAGER NO. LTC# 263-2013

LETTER TO COMMISSION 9: 24

CITY CLERK'S OFFICE

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Jimmy L. Morales, City Manager Ach

DATE:

July 31, 2013

SUBJECT: Implementation of New Phased Permitting Program by Building Department

The purpose of this Letter to Commission is to inform the City Commission of the Implementation by the Building Department of a new Phased Permitting Program.

Phased permits, sometimes called an "early start" permit, allow certain types of construction to begin once a Phased Permit is approved by the Building Official and a complete set of plans has been submitted for review to obtain a full building permit. Once approved, phased permit holders have six months to obtain building permit approval, during which time they can begin construction on their projects. Phased permit holders will be required to sign a "hold harmless" agreement, pay an administrative fee, and submit other documents required by the Building Official or other Departments/Agencies. No work will commence unless all required City Board approvals have been obtained, and no life safety or Florida Building Code requirements will be compromised in any way. It is important to note that only commercial new construction, commercial interior alterations, and residential new construction will be eligible for the program. The document attached details the Phased Permit Approval process, and has been prepared for distribution to customers and publication on our website and elsewhere.

The phased permit process offers developers and builders the advantages of immediately beginning construction, as long as they are willing to assume all of the risks associated with that early start. Customers have long asked for such a program, because delays in obtaining permits (and the resulting ability to begin construction) have serious financial implications for their projects. The City's new Building Director/Official, Mariano Fernandez, successfully implemented a similar program in the City of Miami that has drawn considerable praise from the development community, and enabled construction in that City to commence quickly and efficiently over the last several years.

We are committed to finding innovative ways to better meet the needs of the business community and our citizens, while also fulfilling all of our regulatory responsibilities. We will continue to bring process improvement initiatives like this one to your attention as they are implemented.

JLM/JJ/MVF/SS

## PHASED PERMIT APPROVAL

- 1) Bring two sets of plans, calculations, survey, and a permit application to the permit counter to obtain a process number for your regular building permit.
- 2) Once the upfront fee has been paid, and the process number has been obtained, bring an additional application and two additional sets of plans of the architectural and structural portion of the building that you would like to permit under the Phased Permit process to the Building Official for approval.
- 3) In addition to the documents required above, you will also be required to submit a letter from Miami Dade WASA of intention to issue the water and sewer allocation letter.
- 4) Take application to the Permit Counter to obtain a plan number and return to the see the Building Official.
- 5) Do not take Phased Permit plans to the Plans Processing Desk after obtaining your plan number. Before returning to the Building Official for plans approval, you must first obtain approval from the Planning Department and the Flood Plain Compliance Section of the Building Department. Next, see the Building Official with your plans and <u>Phased Permit Request Form</u> and a letter from the private provider that will perform your inspections until the actual Building permit is issued. Phase Permit plans **will not** be reviewed by other trades.
- 6) After the approval of the Building Official, you will need to return to the permit counter to obtain and pay for the permit. Please be advised that the cost of the Phased Permit is non-refundable and will not be credited to the final building permit.
- 7) You may need additional trade Phased permits (electrical, mechanical, plumbing, etc....). Please be sure to notify the permit counter when requesting these permits to "link" them and not "pull" them from the phase permit. This will ensure that the trade permits can be transferred to the building permit once obtained.
- 8) A National Pollutant and Discharge Elimination System (NPDES) permit may be required. Storm water, erosion and sediment control during construction, demolition, or related activities that impact one-half (1/2) acre or more, shall be in accordance with the city's Municipal Separate Storm Sewer System (MS4) permit.
- 9) Separate permits from City of Miami Beach Public Works Department may be required for work on the public rights of way that involve paving, sidewalks, excavation, drainage, maintenance of traffic/street closure, tree removal/relocation/planting or dewatering, etc, as needed. For applicable permits, please contact Public Works Department at (305) 673-7080.

Note: The Phased Permit cost is \$2000 for Commercial New Construction, \$1500 for Commercial Interior Alteration only, \$1000 for Residential New Construction and is valid for six (6) months only. You must obtain your master permit within six months from the date of issuance.